

Dear Clinical Teacher,

We are so proud of your accomplishment! You completed all requirements and will be embarking on a new and exciting experience, the clinical teaching experience. This semester, you will have the opportunity to put in practice all you have learned these past years. You will represent UTRGV College of Education and P-16 Integration and will build the path for future clinical teachers. This is no small commitment, but we are here to support you and to make sure that you are successful during your residency appointment.

This year will be an exciting year, full of challenges and opportunities. Make the most of it, learn, engage, and give your 100! Remember that you are shaping the future of Texas by educating young Texans.

Best of luck in this exciting learning opportunity!

Sincerely,

Dr. Zulmaris Diaz

Professor and Director of Field Experiences

Office of Field Experiences
Fall 2022 Clinical Teaching
Calendar of Events

**** Clinical Teachers make sure to sign up for Mental Health Training – Sign up calendar will be sent out the week of August 16th ******

Date	Activity/Event
August 11 th	OFE Field Supervisor Retreat (9am-2:30pm) (WRCIC Weslaco 133/134)
August 16 th	Fall 2022 Clinical Teaching Orientation Edinburg (ENGR 1.300) (9am-2pm) <i>Teaching Beliefs and Mindset Survey</i> Meeting #1 with your Field Supervisor (2:30pm-4:30pm)
August 17 th	Fall 2022 Clinical Teaching Orientation Brownsville (Sabal Hall 1.108) (9am-2pm) <i>Teaching Beliefs and Mindset Survey</i> Meeting #1 with your Field Supervisor (2:30pm-4:30pm)
August 25 th	Mental Health Training - Edinburg
August 23 th	STR Workshop for Elementary Clinical Teachers
August 29 th	Frist Day of Class for Clinical Teachers-Campus Assignment
September 2 nd	Mental Health Training - Edinburg Clinical Teacher Information Sheet and Cooperating Teacher Application with Evidence (principal's letter) due to Field Supervisor <i>Teaching Beliefs and Mindset Due</i>
September 5 th	Labor Day UTRGV closed
September 7 th	1 st Field Supervisor Observation Window Opens Lesson Plan 1 Window Opens in TK20 (in Advance of Observation)
September 9 th	Mental Health Training – Edinburg and VIRTUAL <i>Field Supervisor window closes to upload syllabus in FPT</i> Field Supervisors deadline to submit the Clinical Teacher Information Sheet and with Evidence (principal's letter) due to OFE <i>T-TESS Training for Field Supervisors 9am-11am – Weslaco 133/134</i>
September 12 th	Clinical Techers to begin working on their Teacher Work Sample (TWS)
September 14 th	CENSUS DAY Cooperating Teacher Training Window Closes

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September 16 th	Mental Health Training – Brownsville Initial 3 Way Conference due in TK20 Cooperating Teacher Training Due
September 21 st	1 st Field Supervisor Observation window closes
September 23 rd	Meeting #2 with your Field Supervisor <i>TRIPODs Qualtrix Survey [to be completed during F.S. Meeting #2]</i> 1 st Field Supervisor Observation Due
September 28 th	2 nd Field Supervisor Observation Window Opens Cooperating Teacher 1 st observation Window Opens 1 st Placement Cooperating Teacher 1 st Observation Window Opens 1 st Placement Cooperating Teacher PDI assessment of Dispositions Window Opens Lesson Plan 2 Window Opens in TK20 (in Advance of Observation)
September 30 th	Mental Health Training – Edinburg and VIRTUAL
October 2 nd	TWS Standard 1 due
October 9 th	TWS Standard 2 due
October 11 th	Field Supervisor Mid-Semester Meeting
October 12 th	2 nd Field Supervisor Observation Window Closes Cooperating Teacher 1 st Observation Window Closes 1 st Placement Cooperating Teacher 1 st Observation Window Closes
October 14 th	Last Day of 1 st Placement for Clinical Teachers 2 nd Field Supervisor Observation due Cooperating Teacher 1 st Observation due 1 st Placement Cooperating Teacher 1 st Observation due 1 st Placement Cooperating Teacher Professional Disposition Inventory (PDI) Due 1 st Placement Cooperating Teacher – Cooperating Teacher Recommendation, Exit Survey for Initial Programs, Cooperating Teacher Perceptions
October 16 th	TWS Standard 3 due
October 17 th	Beginning of 2 nd Placement Job Skills Seminar – 4:00pm <ul style="list-style-type: none">• Video and Blackboard

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October 19 th	3 rd Field Supervisor Observation Window Opens Lesson Plan 3 Window Opens in TK20 (in Advance of Observation)
October 21 st	Meeting #3 with your Field Supervisor 2 nd Placement Clinical Teacher Information Sheet and 2 nd Cooperating Teacher Application with Evidence (principal's letter) due to Field Supervisor
October 23 rd	TWS Standard 4 due
October 28 th	Field Supervisors 2 nd Placement Clinical Teacher Information Sheet and 2 nd Placement Cooperating Teacher Application with Evidence (principal's letter) due to OFE
October 30 th	TWS Standard 5 due
November 2 nd	3 rd Field Supervisor Observation Window Closes
November 4 th	3 rd Field Supervisor Observation Due Initial 3 Way Conference for 2 nd Placement Due 2 nd Placement Cooperating Teacher Training Due <i>TRIPOD window opens</i>
November 6 th	TWS Standard 6 Due
November 9 th	4 th Field Supervisor Observation Window Opens Cooperating Teacher 2 nd Observation Window Opens 2 nd Placement Cooperating Teacher 1 st Observation Window Opens Lesson Plan 4 Window Opens in TK20 (in Advance of Observation) PDI Assessment of Disposition Window Opens
November 10 th	Teacher Job Expo – Brownsville Gran Salon – 9am - 12pm Meeting #4 with your Field Supervisor - Brownsville
November 11 th	Teacher Job Expo – Edinburg UREC – 9am -12pm Meeting #4 with your Field Supervisor - Edinburg
November 13 th	TWS Standard 7 Due
November 16 th	Fall 2022 Clinical Teaching Mid-Semester Conference <ul style="list-style-type: none">● Elementary 9am – 12pm● Secondary 2pm – 5pm

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November 18 th	Clinical Teacher -Professional Disposition Inventory (PDI) Due Exit Survey, Evaluation of Cooperating Teacher, and Evaluation of Field Supervisor Window Opens <i>TRIPODs Due to OFE</i>
November 21 st	Teaching Beliefs and Mindsets 2 nd Administration Window Opens (tentative)
November 23 rd	4 th Field Supervisor Observation Window Closes Cooperating Teacher 2 nd Observation Window Closes 2 nd Placement Cooperating Teacher 1 st Observation Window Closes
November 24 th -25 th	No UTRGV classes – Thanksgiving Holiday
November 25 th	4 th Field Supervisor Observation Due Cooperating Teacher 2 nd Observation Due 2 nd Placement Cooperating Teacher 1 st Observation Due
November 27 th	Final TWS Due
December 2 nd	Exit Survey, Evaluation of Cooperating Teacher, and Evaluation of Field Supervisor Window Closes Meeting #5 with your Field Supervisor
December 8 th	Clinical Teaching Ceremony Edinburg (Auditorium) No Classes – Study Day TWS Training and Calibration TWS Scoring Window Opens
December 9 th	Last Day of Clinical Teaching Attendance Report Due in TK20 Final 3 Way Conference Due Clinical Teaching Ceremony Brownsville (Gran Salon) Exit Survey for Initial Programs Cooperating Teacher Perceptions
December 12 th – 16 th	Make-up Week
December 16 th	Commencement (Brownsville)
December 17 th	Commencement (Edinburg)
December 19 th	Grades Due at 3pm

Clinical Teaching Program Overview

Welcome to one of the most rewarding experiences you will have in your development as the professional teacher. Clinical teaching is a **full-day, full-time**, school-based six-semester hour practicum supervised by an experienced certified teacher and a university supervisor. Clinical teaching is the culminating experience in your professional development and provides you the opportunity for acquisition and demonstration of instructional competence as a beginning professional educator. The practical experiences and reflection gained during this semester will prepare you for your role as an effective educator.

Program Goal

The overarching goal of the Clinical Teaching Program is to immerse teacher candidates in classroom experiences as they transition into the role of a professional teacher by developing high levels of competence through supervised teaching experience.

Specific Objectives

- Observe the role and responsibilities of cooperating teacher.
- Assist the cooperating teacher in classroom responsibilities.
- Become actively involved in the classroom and school community.
- Create and use effective lesson plans for instruction and assessment of student learning.
- Create and use instructional materials, technology, and resources for teaching.
- Understand how to create a positive learning environment.
- Reflect on evaluations for professional growth.
- Establish professional relationships with fellow teachers, students, administrators, and parents.
- Use data for instructional purposes.

Clinical Teacher Roles and Responsibilities

To have a successful experience, the clinical teacher as a representative of the university, must maintain a positive professional working relationship with students, the university supervisor, cooperating teacher, campus administrators, colleagues, other school personnel and the community. The following responsibilities and actions are essential:

- Maintain ongoing communication with cooperating teacher and field supervisor throughout semester.
- Become familiar with school policies and procedures; adhere to all district and campus policies. As Clinical Teacher, you serve in same capacity as “employee” of the district.
- Wear appropriate professional/business casual attire at all times unless other attire is approved for special days/functions.
- Review and follow the Code of Ethics for Texas Educators.
- Sign in and sign out when arriving/leaving in the front office; maintain Clinical Teaching Program Attendance Record (Log).
- Be punctual; do not leave early unless prior arrangements with cooperating teacher and university supervisor were made.
- Notify the school, the cooperating teacher and university supervisor as soon as possible if absence due to illness is necessary. This is extremely important. (Refer to supervisor’s syllabi for specific instructions).
- Follow the daily and duty schedule of the cooperating teacher (including Open House and faculty meetings).
- Turn in a weekly teaching schedule to your university supervisor; notify him/her if changes occur in this schedule.
- Establish a respectful supportive relationship with students, teachers, administrators, staff and parents.
- Provide lesson plans and reflections as required by university supervisor and cooperating teacher.
- Attend PTA meetings, open house, faculty meetings and any duty to which the cooperating teacher is assigned. Document attendance as appropriate.
- Attend all scheduled professional learning community (PLC) meetings, seminar meetings, and informal individual debriefing meetings.
- Complete all required assessments explained in the assessment section of this handbook and/or communicated to you by the Office of Educator Preparation and Accountability.

Clinical Teacher Roles and Responsibilities

The following guidelines will assist in preparation and instruction:

- Share and collaborate with cooperating teacher and other faculty member's instructional ideas, materials and technology.
- Share lesson plans with cooperating teacher and university supervisor; welcome constructive suggestions and incorporate them in subsequent planning and teaching.
- Prepare in advance all teaching materials/technology.
- Know and understand the curricular goals and objectives; be knowledgeable of the concepts to be presented.
- Plan and implement a variety of effective teaching/learning strategies to meet the needs of various students.
- Become competent in creating and using instructional materials and techniques that are consistent with the instructional level of the students.
- Communicate instructions, directions clearly and coherently to students.
- Develop critical thinking through use of effective questioning techniques.
- Provide lesson activities that require cooperation and teamwork.
- Encourage student creativity by accepting students' ideas to enrich learning opportunities.

Progression

Consider the development of the clinical teacher when determining release of responsibility time, as well as consult the principal and field supervisor regarding the developmental needs of the teacher resident and the best ways to support PK-12 grade students.

Clinical Teacher Responsibilities	Field Supervisor Responsibilities	Cooperating Teacher Responsibilities
WEEK 1-3 August 29-Sept 16		
<ul style="list-style-type: none"> • Observe • Tutor • Assist cooperating teacher with Instructional preparation and delivery • Team-teach • Reinforce and support cooperating teacher classroom management system • Teach a minimum of 1 subjects/areas/periods* <p><u>Assessments and Documentation Due:</u></p> <ul style="list-style-type: none"> • Submit weekly attendance to cooperating teacher • Lesson Plan 1 due • Complete first teaching observation • Clinical Teacher Information Sheet <i>Due Sept. 2</i> • Complete Teaching Beliefs and Mindset Survey 	<ul style="list-style-type: none"> • Oversee clinical teacher attendance and performance • Maintain communication with clinical teacher and cooperating teacher • Will conduct scheduled observation/evaluation of clinical teacher <p><u>Documentation Due:</u></p> <ul style="list-style-type: none"> • Observation #1 (<i>Due 9/23</i>) • Collect Clinical Teacher Information form and Cooperating Teacher Application with Evidence • 3 Way Conference (<i>Due 9/16</i>) 	<ul style="list-style-type: none"> • <u><i>Sign clinical teacher Attendance Report weekly</i></u> • Acquaint clinical teacher with scope and sequence of curriculum for semester • Acquaint clinical teacher with lesson planning and curricular goal-setting • Allow clinical teacher to tutor and team-teach • Allow clinical teacher to work with small groups • Allow clinical teacher teach a minimum of 1 subjects/areas/periods* • Assist clinical teacher in lesson planning for scheduled observation <p><u>Documentation Due:</u></p> <ul style="list-style-type: none"> • Cooperating Teacher Application with Evidence (<i>Due Sept. 2</i>) • Cooperating Teacher Training (<i>Due 9/14</i>) • Sign Observation #1 and 3-Way Conference

**** **** For students in All Levels program assigned to two placements:

- Week 1: Observe
- Week 2: Teach a minimum of 1 period
- Week 3: Teach a minimum of 2 periods

Progression

Clinical Teacher Responsibilities	Field Supervisor Responsibilities	Cooperating Teacher Responsibilities
<p>WEEK 4-6 September 19 - October 7</p>		
<ul style="list-style-type: none"> • Tutor • Assist cooperating teacher with instructional preparation and delivery • Team-teach • Teach a minimum of 2 subjects/areas/periods* • Reinforce and support cooperating teacher's classroom management system <p><u>Assessments and Documentation Due:</u></p> <ul style="list-style-type: none"> • Submit weekly attendance to cooperating teacher • Lesson Plan 2 due • Complete 2nd teaching observation • TWS Standard 1 (Due 10/2) • TWS Standard 2 (Due 10/9) 	<ul style="list-style-type: none"> • Oversee clinical teacher attendance and performance • Maintain communication with clinical teacher and cooperating teacher • Will conduct scheduled observation/evaluation of clinical teacher <p><u>Documentation Due:</u></p> <ul style="list-style-type: none"> • Observation #2 (Due 10/16) 	<ul style="list-style-type: none"> • <u>Sign clinical teacher Attendance Report weekly</u> • Acquaint clinical teacher with scope and sequence of curriculum for semester • Acquaint clinical teacher with lesson planning and curricular goal-setting • Allow clinical teacher to tutor, work with small group, and team-teach • Allow clinical teacher to teach a minimum of 2 subjects/areas/periods* • Assist clinical teacher in lesson planning for scheduled observation <p><u>Documentation Due:</u></p> <ul style="list-style-type: none"> • Observation #1 (Due 10/16)

**** For students in All Levels program assigned to two placements:**

- Week 4-5: Teach a minimum of 3 periods.
- Week 6-7: Teach all periods

Progression

Clinical Teacher Responsibilities	Field Supervisor Responsibilities	Cooperating Teacher Responsibilities
WEEK 7-10 October 10 – November 4		
<ul style="list-style-type: none"> • Team-teach • Assist cooperating teacher with instructional preparation and delivery • Provide small group instruction • Teach a minimum of 3 subjects/areas/periods* • Reinforce and support cooperating teacher's classroom management system <p><u>Assessments and Documentation Due:</u></p> <ul style="list-style-type: none"> • Submit weekly attendance to cooperating teacher • Lesson Plan 3 due • Complete 3rd teaching observation • TWS Standard 3 (Due 10/16) • TWS Standard 4 (Due 10/23) • TWS Standard 5 (Due 10/30) • TWS Standard 6 (Due 11/6) 	<ul style="list-style-type: none"> • Oversee clinical teacher attendance and performance • Maintain communication with clinical teacher and cooperating teacher • Will conduct scheduled observation/evaluation of clinical teacher <p><u>Documentation Due:</u></p> <ul style="list-style-type: none"> • Observation #3 (Due 11/2) <p>For students in all levels program with two placements:</p> <ul style="list-style-type: none"> • Collect Cooperating Teacher Application with Evidence 	<ul style="list-style-type: none"> • <u>Sign clinical teacher Attendance Report weekly</u> • Acquaint clinical teacher with scope and sequence of curriculum for semester • Acquaint clinical teacher with lesson planning and curricular goal-setting • Allow clinical teacher to tutor, work with small group, and team-teach • Allow clinical teacher to teach a minimum of 2 subjects/areas/periods* • Assist clinical teacher in lesson planning for scheduled observation <p><u>Documentation Due:</u></p> <ul style="list-style-type: none"> • Sign Observation #3 <p>*Only one placement cooperating teacher(All Levels program) please complete recommendation and PDI</p>

** For students in All Levels program assigned to two placements:

- Week 6-7: Teach all periods
- Week 8: Observe in your second placement and collect Cooperating Teacher Application with evidence
- Week 9-10: Teach 2 periods

Progression

Clinical Teacher Responsibilities	Field Supervisor Responsibilities	Cooperating Teacher Responsibilities
WEEK 11-15 November 7- December 9		
<ul style="list-style-type: none"> Assist Cooperating teacher with instructional preparation and delivery Will teach all subjects/areas/periods for full time responsibility (For at least 1 week period) Reinforce and support cooperating teacher's classroom management system <p><u>Assessments and Documentation Due:</u></p> <ul style="list-style-type: none"> Submit weekly attendance to cooperating teacher Lesson Plan 4 due Complete 4th teaching observation TWS 7 (Due 11/13) Final TWS Due (11/27) 	<ul style="list-style-type: none"> Oversee clinical teacher attendance and performance Maintain communication with clinical teacher and cooperating teacher Will conduct scheduled observation/evaluation of clinical teacher <p><u>Documentation Due:</u></p> <ul style="list-style-type: none"> Observation #4 (Due 11/25) 3-Way Conference (Due 12/9) Recommendation (Due 12/9) 	<ul style="list-style-type: none"> <u>Sign clinical teacher Attendance Report</u> Allow clinical teacher to teach all subjects/areas/periods for full time responsibility (For at least 1 week period) * Assist clinical teacher in lesson planning for scheduled observation <p><u>Documentation Due:</u></p> <ul style="list-style-type: none"> Second Observation of Cooperating Teacher (Due 11/25) Recommendation and PDI (Due 12/9)

*** For students in All Levels program assigned to two placements:

- Week 11-12: Teach 2 periods
- Week 13-15: Teach all periods

Formal Observation

POP Cycle Checklist

Prior to Pre-Conference

- Schedule observation by consulting your mentor teacher and site coordinator
- Schedule pre-conference with your site coordinator
- Schedule the post-conference with your site coordinator
- Notify your mentor teacher of your scheduled pre- and post-conference times
- Provide your site coordinator with your lesson 24-48 hours prior to the pre-conference

Pre-Conference

- Be prepared to discuss:
 - The standard being addressed in the lesson
 - Explain the scope & sequence of the standard being addressed in the lesson with attention to the content and skills being taught:
 - What was taught before the lesson being observed?
 - What will be taught after the lesson being observed? Expected outcomes?
 - Was this standard addressed in prior grade levels? What is the difference in rigor?
 - Is this standard addressed in future grade levels? What is the difference in rigor?
 - Explain the objective and sub-objectives for the lesson:
 - Identify and explain the alignment of the objective's verb to that in the state standard
 - Explain what students will know, understand, and be able to do at the end of this lesson
 - Explain relevance to students' real-lives and/or the real world
 - Connections to prior learning
 - New content knowledge and skills (to include content-specific vocabulary)
 - Explain the assessment:
 - How the assessment is aligned to the standard and objective
 - How the assessment will be used to check for understanding throughout the lesson
 - How and why will you differentiate the assessment
 - Explain the Instruction
 - How the lesson sequence increases in complexity as the lesson progresses-- scaffolding for ALL students
 - How specific instructional strategies will be utilized to teach the objective
 - How student cultural heritage and interests are incorporated into the lesson
 - How students will learn and have opportunities to use content-specific language in the lesson

Formal and Informal Observations

POP Cycle Checklist

Pre-Conference

- Bring your lesson plan and any relevant material to the pre-conference
- Identify areas you would like to receive **feedback/reinforcement**
- After the pre-conference, make any edits to your lesson that are needed

Observation

- Make sure all your materials are ready
- Identify a spot for your site coordinator to sit during the observation
- Collect the post-assessment/student work at the end of the lesson

Post-Conference

- Be prepared to discuss with your site coordinator:**
 - Identify their self-selected feedback/reinforcement area
 - Justify the feedback/reinforcement selection with evidence

- Field Supervisor uses T-TESS results to:**
 - Introduce the teacher candidate's feedback/reinforcement area by:
 - Explicitly naming the feedback/reinforcement area or
 - Use questioning strategies to lead the teacher candidate to name their feedback/reinforcement
 - Identify and share a minimum of three examples of evidence that justify the feedback/reinforcement area
 - Guide the teacher candidate in naming actionable next steps to sustain the feedback/reinforcement
 - Identify new reinforcement areas and provide actionable next-steps for improving performance and sustain performance
 - Offer teacher candidate the opportunity to pose any final questions or requests for support

After the Conference

- Complete next steps provided by your site coordinator in the post-conference

Overall Expectations

- Collaborate and plan with your collaborating teacher
 - Set a time to meet each day to plan and debrief
- Communicate regularly with your field supervisor and attend all meetings with him/her
- Follow all handbook expectations and professionalism requirements outlined by CEP and your assigned district
- Complete all required assignments and assessments
- Plan and prepare for POP Cycles for your formal observation (T-TESS) [Pre-observation, observation, and post observation]
- Be prepared, on-time and ready to teach each day
- Notify your field supervisor and cooperating teacher of all planned or unplanned absences
- Regularly check your email and TK20 and respond to tasks in a timely manner
- Attend any required CEP events